

TEPDAD Working Regulations

version. 16.11.2023

(Approved at TEPDAD General Assembly dated 16.11.2023)

ARTICLE 1- Basis and Purpose

This regulation has been prepared in accordance with the 12th, 15th and 17th articles of the Association for the Evaluation and Accreditation of Medical Education Programs (TEPDAD). Its purpose is to determine the principles regarding the functioning of the boards, commissions and working groups.

ARTICLE 2- Scope

This regulation covers the issues that need to be determined by the decision of the General Assembly regarding the operation of the association.

ARTICLE 3-Definitions and Abbreviations

In this regulation;

TEPDAD: Association for Evaluation and Accreditation of Medical Education Programs

Executive Board: Association for Evaluation and Accreditation of Medical Education Programs Executive Board

UTEAK: National Accreditation Board for Medical Education

UATEAK: International Accreditation Board for Medical Education

SER: Self-Evaluation Report to be prepared by Faculties of Medicine

ADR: Interim Evaluation Report

TIPDEK: Council of Deans of Medicine

IR: Monitoring Report

SBGK: Standards setting and development commission,

DEK: Counseling and Training Commission

ÖK: Medical Students Commission

DeHa: Evaluator Pool

YÖK: Higher Education Council

TEAD: Medical Education (and Informatics) Department/Unit

TTB: Turkish Medical Association.

ARTICLE 4- National Accreditation Board for Medical Education (UTEAK)

National Accreditation Board for Medical Education (UTEAK), functions as the board of TEPDAD, work within the framework of the purposes listed in Article 2 of the TEPDAD statute and the following articles listed as 4.1,4.2.,4.3 and 4.4 as an autonomous board.

4.1- Duties of UTEAK

- a. On behalf of TEPDAD, to organize a detailed program for evaluation and accreditation of the undergraduate education programs of medical faculties in Turkey.
- b. To determine the members who will take part in the evaluation processes,
- c. To propose changes deemed necessary regarding the current accreditation processes and present them to the TEPDAD Executive Board.

4.2- UTEAK's formation, members and terms of office:

UTEAK consists of 17 members in total as follows.

- a. 7 (seven) faculty members from medical faculties determined by the Executive Board, among the members who have served at least one year in SBGK, DEK and participated in at least one evaluation visit of a medical faculty,
- b. 4 (four) physicians, one of whom is a general practitioner from TTB,
- c. 1 (One) member from Ministry of Health
- d. Former President of UTEAK,
- e. A TEPDAD-YK member appointed by the Executive Board,
- f. 2 (Two) medical students will take office for 3 (three) years according from the medical faculties according years of establishment of the schools
- g. 1 (one) community representative appointed by the executive committee.

4.3- Election and Re-appointment of UTEAK President, Vice President, Members

- a. Membership of UTEAK starts in January, for three (3) years, and non-presiding members cannot serve for more than three (3) consecutive terms, members whose term of office expires are reassigned by the Executive Board or new members replace them.
- b. UTEAK will elect a President, President-Elect (will serve as President the following term) and a Rapporteur for three years These terms of office cannot be extended.
- c. The president whose term of office expires will continue to function in the Board as a Past-President for three years.
- d. Deans of medical faculties cannot function as a member of UTEAK
- e. Those who have to resign before the expiry of their term of office;
 - 1. The President-elect will assume presidency for 3 (three) years and a new vice president-elect is elected.
 - 2. For other members, new members are determined by the Executive Board.

4.4- UTEAK Meetings and Working Principles

- a. The president of UTEAK is responsible for the functioning of UTEAK. President-elect, in the absence of the chairman, is responsible from the operation
- b. UTEAK holds at least two (2) meetings each year. The UTEAK meeting call, together with the agenda, will be sent by the president to the members of UTEAK and the President of the TEPDAD Executive Board at least two (2) weeks in advance in writing and/or by e-mail.
- c. UTEAK members have to attend UTEAK meetings in person. They cannot send a representative to their place. The term will automatically end if the members do not attend the meeting three consecutive time without an excuse.
- d. T1pDEK member attend UTEAK meetings without voting rights to provide the communication and relation between T1pDEK and UTEAK
- e. UTEAK meetings are held by a simple majority and are held by the UTEAK President.
- f. Decisions on accreditation of programs requires at least eleven (11) votes, all other decisions will be taken by the majority of the members attending the meeting.
- g. In cases where a decision-making is required, virtual meetings can be organized using communication and voting tools such as mail, fax, e-mail and Web page. However, the conditions stated in (e) and (f) above apply for the decisions in such meetings.
- h. UTEAK members can participate in the work of all TEPDAD boards/commissions without the right to vote, except for institutional visits.
- I. In all other matters that are not included in this directive, TEPDAD's charter and the decisions of the executive board are taken into account.

4.5- Evaluator Pool (DH) and Institutional Site-Visit Teams

- a. DH: A team is defined for each institutional Site-Visit from the pool of evaluators who has taken the training course for evaluation of the program or have been involved in a site-visit and prepared a report previously.
- b. Every year, an evaluator training course is organized for proposed members by the medical schools, Tip-DEK and TEPDAD members. TEPDAD-YK decides who will receive training according to the needs and priorities of that year.
- c. Site-Visit teams: The site-visit teams conduct site-visit either for accreditation and for the interim evaluation in the third year of the accreditation term.
- d. Site-Visit team for accreditation; The team consists of six (6) full and two (2) substitute members appointed by TEPDAD-YK, one of the TEPDAD boards and commissions, according to the following characteristics:
 1. Department of Medical Education: 1 faculty member (preferably at least of 3 years of experience)
 2. Basic Sciences; 1 faculty member
 3. Medical Sciences; 1 faculty member
 4. Surgical Sciences; 1 faculty member
 5. Member of UTEAK
 6. Medical StudentTEPDAD-YK may appoint an observer member or additional member when necessary.
- e. Site-visit team for Interim Evaluation or additional visit consists of three (3) members assigned from the previous accreditation visit team, one of which is a member of UTEAK (former rapporteur) appointed by TEPDAD-YK. TEPDAD-YK may appoint students, additional members or observer members when necessary.
- f. Additional regulations regarding the duties, formation and members of DH and Site-visit teams are determined by the directive approved by the Executive Board, provided that the minimum conditions specified in subparagraphs a, b, c, d and e of this article are met.

ARTICLE 5- Duties and formation of the Standards Setting and Development Commission (SBGK)

- 5.1- Duties; a. to determine national standards for medical education programs in our country, by evaluating universal rules and standards and national requirements together,
b. to prepare evaluation criteria and guidelines for these standards and to ensure their continuous development.

After the basic and development standards determined by the commission are approved by the Executive Board, they are published and distributed to medical faculties and all relevant institutions to be implemented in the next term.

5.2- Formation; The commission consists of at least 10 (ten) members. The commission elects a chairman and a secretary for a period of 3 years. The student member is determined for three (3) years by the Executive Board among the suggestions of the faculties in the order of establishment, together with the process of determining the student as a member of UTEAK. Members are determined by TEPDAD-YK as explained below and for three (3) years.

At least 4 faculty members working in TEAD, at least 1 faculty member from each of Basic, Medical and Surgical Sciences, at least one general practioner or practicing physician, a member of UTEAK and a medical student.

5.3- Additional regulations regarding the duties, formation and members of the Standards Setting and Development Commission, 5.1 and 5.2 of this article are determined by the directive approved by the Executive Board, provided that the minimum conditions specified are met.

ARTICLE 6- Duties and formation of the Counseling and Training Commission (DEK)

6.1- Duties;

- a. To prepare training and consultancy programs and documents to inform institutions in line with the National Medical Education Accreditation Standards,
- b. To provide information, advanced training and consultancy services to the institutions on the request when applying for the accreditation process

6.2- Formation;

The Counseling and Training Commission consists of at least 10 (ten) members. The same member can take office in the commission again. This commission elects a chairman and a secretary for a period of 3 years. Members are determined by TEPDAD-YK as explained below and for three (3) years.

1. At least 5 faculty members with at least 3 years of experience working in TEAD
2. At least 4 faculty members with at least 5 years of experience in medical education
3. A member of UTEAK

6.3- Additional regulations to Articles 6.1 and 6.2 regarding the duties, composition and members of the Advisory and Training Commission are determined by the directive approved by the Executive Board, provided that the minimum conditions specified are met.

ARTICLE 7- International Accreditation Board for Medical Education (UATEAK)

This Board determines the standards, processes and tools required for the accreditation of undergraduate education programs of medical schools abroad on behalf of TEPDAD. Its formation, duties, members and processes are determined by the directive of TEPDAD-YK.

ARTICLE 8- Internal Evaluation Commission

The Internal Evaluation Commission is the commission established to evaluate the processes carried out by the TEPDAD Boards and its commissions and to offer suggestions for improvement. The previous chairman of UTEAK chairs the commission. Its formation, duties, members and processes are determined by the directive of TEPDAD-YK.

ARTICLE 9- Appeal and Complaint Commission

Structure:

The Commission consists of three principal and three substitute members who are elected at the TEPDAD General Assembly and who are not in UTEAK/UATEAK. The commission appoints a chairman from among itself. The term of office of the members is three years. Commission members can serve a maximum of two consecutive terms. The substitute member takes over the position of the member who leaves office. If there are members who have a conflict of interest regarding the institution being evaluated at the meetings, they are responsible for declaring this and in that case they do not have the right to vote.

Duty of the Commission:

All complaints and appeals made by individuals or institutions regarding the accreditation process and decisions are evaluated by the commission. The commission evaluates the application as defined in Article 13 titled "Complaints and Objections" of the "Application and Evaluation Principles Directive" and present the results to the Executive Board.

ARTICLE 10- Conflict and/or Conflict of Interest

In all evaluation and accreditation processes, TEPDAD-YK, Audit Board, and other board and commission members are obliged to comply with the principles declared in the Ethical Guideline and mentioned below:

a. Members who are considered to be appointed by TEPDAD for accreditation process of any applicant institution are obliged to report any potential or actual conflict of interest with the institution.

b. The Executive Board evaluates the following conflict of interest possibilities, based on the statements of the members during the assignment for the SER evaluation and institutional visit teams:

b.1. Being in current or previous academic positions (including student, specialty training or having previously worked) at the applicant institution.

b.2. Being involved with large-scale projects carried out by the applicant institution

b.3. Having commercial relationships with the applicant institution

c. Appointed members are required to sign a document declaring that they have no conflict of interest with the institution to be evaluated.

d. If a conflict of interest is detected with the assigned member and the applicant institution, the evaluation task of the member is terminated and a new member is assigned.

e. The applicant schools are informed about the members taking part in site-visit teams and asked if any conflict or conflict of interest exists between the school and any of the site-visit team members. In case, a conflict or conflict of interest is declared by the school, the declared site-visit team member will be replaced by TEPDAD and new formation of the site-visit team will be notified to the school.

f. Except for the members in Evaluator Pool, persons in charge of TEPDAD boards and commissions cannot take part in the SER preparation committees of their own institutions.

g. In the UTEAK/UATEAK decision meetings, members who have a conflict of interest with the institution as specified in paragraph b of this article, regardless of whether they have the right to vote or not, cannot participate in the session where the accreditation status of the relevant institution is discussed.

ARTICLE 11- Confidentiality

a. All individuals participating in any TEPDAD accreditation activity has to sign TEPDAD's "Statement of Confidentiality and Ethics" document.

b. The information provided by the institutions is used confidentially by TEPDAD, board and commission members and cannot be disclosed without the written permission of the relevant institution. The Executive Board may use the information and documents obtained from the accreditation processes in their reports and presentations without revealing the identity of the institution.

c. The content of the material distributed for evaluation and discussion at TEPDAD-YK and board meetings is considered confidential information.

d. The contents of confidential documents and accreditation decisions can only be disclosed by authorized persons and under defined conditions.

ARTICLE 12- Transparency and Accountability

TEPDAD has the responsibility to inform and be accountable for all its stakeholders and the public regarding program evaluation and accreditation activities. For this purpose, the following information and documents are published on the web-site (www.tepdad.org):

- a. Bylaws, regulations and directives that determine the purposes and functioning of TEPDAD and the boards,
- b. National standards used for assessment and accreditation
- c. Self-assessment report format, evaluation process and method and similar documents for applicant institutions that clearly define the evaluation and accreditation process and scope,
- d. Study reports and publications summarizing the work of TEPDAD, including its evaluation and accreditation activities,
- to. List of programs accredited by TEPDAD and accreditation information and final reports.

ARTICLE 13 - Retention of Documents Belonging to TEPDAD and TEPDAD Boards and Commissions

- a. The president and secretary of the Executive Board ensures that documents and reports related to the work of TEPDAD and TEPDAD boards and commissions are regularly archived and kept for 6 years.
- b. TEPDAD records the list of accredited programs, the types and validity periods of the accreditation statuses.

ARTICLE 14- Amendment to the Regulation

- a. The proposals for amendments on this regulation and the date from which it should come into force are submitted to the General Assembly by TEPDAD -YK.
- b. The proposals for amendments to the regulations prepared by the Executive Board are included in the agenda of the first meeting of the General Assembly.

ARTICLE 15- Enforcement and execution

- a. This Regulation enters into force as of the date it is approved by the TEPDAD General Assembly.
- b. The provisions of this regulation are executed by the President of TEPDAD.
- c. Making arrangements on all matters other than the decisions of this regulation authority is the responsibility of the Executive committee.

ARTICLE 16- Medical Students Commission

Medical Students Commission is composed of student representatives of fully accredited medical schools. Each school is represented by one medical student. TEPDAD-YK asks the fully accredited schools to assign a medical student (preferably from the third or fourth year of medical education) in the commission and the school selects its own student representative. Membership status of the students ends when they graduate from the medical school. The student whose term of office has expired is replaced by a new student appointed by the relevant school of medicine.

Students who take part in site-visit teams are selected from the members of the Medical Students Commission and appointed by TEPDAD-YK.